

## **Purpose and Logistics Statement**

### **Purpose**

1. What is the goal of this partnership?
2. What is the desired outcome of the partnership?
3. What are the potential benefits to the mentor and mentee?

### **Logistics**

1. How often will the partners meet?
2. What time of day is convenient for the partners?
3. Can they meet during the day or should meetings be in the evenings or weekends?
4. Where will the partners meet?
5. Are the partners in the same area or will travel be required?
6. Who will travel?
7. Are there other reasons the mentor or mentee will travel to the other partner's location? Can meetings be combined with other, preexisting activities?
8. Can mentoring meetings be conducted over the telephone? Is e-mail an option?
9. What are the partners current work/school schedules and current work/school demands?
10. Is this expected to change?
11. How does this affect the partnership?
12. How will future, unplanned changes be handled?

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Mentee

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Mentor

